

Institution:

A SMART goal is a goal that is specific, measurable, achievable, relevant, and time-based. In other words, it is a goal that is very clear and easily understood.

The goal must clearly state what is to be achieved, by whom, and both where and when it is to be achieved. Sometimes it may even explain why the goal is important.

Measurability applies to both the end result and the milestones along the way to achieving a goal. It answers the question of quantity—how much, how often, how many? The milestones are signs along the way that will let you know that you are on the right track to achieving your goal.

You should ensure that the goals you set are achievable. You must believe that you can manage to do what you are setting out to do. If you set goals that are unbelievable (even to yourself), it is very unlikely that you will achieve them.

Your goals must be relevant to what you want to achieve in the short term and the long term. Understanding the *ONE Virginia Plan* vision and mission is critical in this respect.

This SMART goal requirement sometimes overlaps with the goal being specific, but it also aims to ensure that you assign a timeframe to your goal.

Intention: What is it that you want to do?

Specific: What *exactly* will you accomplish?

[illegible]

Measurable: How will you know when you have reached this goal?

[illegible][illegible]

Relevant: Why is this goal significant?

[illegible]

Time-Based: When will you achieve this goal?

[illegible][illegible]

How will you stay on track?

Potential Obstacles

Potential Solutions

Next Steps *(Refer to the Steps Toward Inclusive Excellence.)*